

# Frequently Asked Questions

## What type of work is considered an emergency?

If the situation is life-threatening, call 911 immediately.

An emergency covers any occurrence where immediate loss of materials, equipment or production would result, if the source of the emergency is not corrected immediately.

Call the Facilities Work Center (756-5555) between the hours of 7:30 am and 5:00 pm, Monday through Friday, excluding holidays. If the emergency occurs outside of the Facilities Work Center hours, call the University Police at 756-2281. DO NOT use the Facilities Service Portal to report emergencies.

## What type of work does Facility Services perform at no cost to my department?

Facility Services is funded for maintenance work to state facilities. Maintenance includes work necessary to maintain roads, landscaping, utilities, and building systems such as roofs, windows, fixed walls, plumbing, heating, ventilation, and electrical systems.

## What does Facilities charge for services?

Facilities charges for all non-maintenance work such as unlocking desks and file cabinets, maintaining or repairing department-owned items like furniture or equipment, and modifying existing building systems. Building systems modifications include, but are not limited to, installing air conditioning systems, moving walls, installing special flooring, or installing equipment supplied by departments. You may request an estimate for any work for which your department will be billed.

## What types of items are available for rent through Facility Services?

Folding tables	Zero Waste Containers
Folding chairs	Trashcans and liners
Classroom Podiums	Recycle bins
Platform Risers	Stanchions and boards
Bike Racks	A-frames

These items may be picked up by your department or club or Facility Services will deliver them for a fee. See the [Supply Rental Form](#) for pricing. If set-up is necessary and performed by Facility Services, charges will be billed based on actual labor hours worked.